

# **NEWPORT PUBLIC LIBRARY**

## **Board of Trustees**

### **Meeting Minutes**

**March 17, 2016**

**1. Call to order: President Michael Dawson called the meeting to order at 4:30 p.m. in the Rotary Board Room of the Newport Public Library.**

**Attendance: Jennifer Booth, Michael Dawson, Michael Dutton, Angel Gonzalez, David Gordon, Susan McCoy, Justin McLaughlin, David Reed and Library Director Anne Shepherd.**

**Excused: Chuck Flippo, Girard Galvin, Linda Martin, Rita Slom**

**Antonio Petisce from Aaronson, Lavoie, Streitfeld, Diaz & Co., PC was also in attendance**

**Absent: Jessica Walsh**

**2. Amendment to the agenda:**

**There were no changes or additions to the agenda.**

**3. Secretary's Report:**

**Susan McCoy asked for changes or additions to the February 18, 2016 Board meeting minutes. Hearing none, she asked for a motion to**

**accept the minutes as presented**

**David Reed made a motion to accept the minutes as presented. Jennifer Booth seconded the motion. A roll call was taken. Jennifer Booth, Michael Dawson, Michael Dutton, Angel Gonzalez, David Gordon, Susan McCoy and David Reed voted for the motion. There were no votes against. The vote was unanimous. The motion carried.**

#### **4. Finance Committee Report:**

##### **a. Financial Statement for February 2016:**

**The financial statement for February 2016 was reviewed. Michael Dutton reported that both income and expenses were under budget for February. Investments were down in February due to the volatility of the market. No state grant in aid money was received in February. Two payments came in early March and will reflect on the March financial statements.**

##### **b. Auditors Report:**

**Antonio Petisce from Aaronson, Lavoie, Streitfeld, Diaz & Co., PC stated that the Library is in a very good financial position with an excellent ratio of income to debt. Overall expenses were down while unrestricted assets increased during the fiscal year. He also stated that the Board of Trustees shows good governance in planning for the library's future.**

#### **5. Building and Grounds Report:**

**David Reed reported that renovations continue at the library. A small**

replica of the Point Houses has been built by Property Jim Mass. Its purpose is to house oversized books and puzzles in the Children's Area.

**6. Financial Development Committee report:**

Susan McCoy reported that the event has received almost \$8,000 from 12 sponsors and 5 donors.

Board members are asked to bring in a bottle of wine for the popular Trustees Choice Wine Basket for the event this year.

The annual appeal has raised over \$14,000 so far from 115 donors.

**7. Friends of the Library:**

Anne Shepherd reminded the Board of the Friends will be having a \$1 Booksale on March 18 thru March 23 in the Spring Street Lobby. She also announced that there will be a Volunteers Reception on April 28. Invitations are forthcoming.

**8. Director's Report:**

Anne Shepherd reported that the new maker space room, formerly the public computer room, is almost finished. The first program is being held today. Parking problems still exist in the lot primarily due to construction at St. Clare's and now renovation of the parking lot at Bellevue Gardens.

**9. Old business:**

**a. Renovation update:**

Anne Shepherd reported that renovations are reaching the half way point. Unfortunately, due to the aging mechanicals, repairs are beginning to crop up. A new door system is required as it is now 16 years old.

**10. New business:**

**a. Benefits Adjustments:**

Michael Dawson reported that the employee benefits package has been reviewed by the Personnel and Finance Committees. Benefits were adjusted to keep in line with other libraries and increasing costs. Accrual of vacation and sick time were reviewed. The amount of time accrued was decreased in order to reduce fiscal liability. Those with excess sick time above the new adjustment will receive a one-time buyout at 65% while those with excess vacation time will be encouraged to use it before July 1, 2016.

**b. Update Sick Leave & Vacation Policies:**

Keeping with the changes to the employee benefits package, the amount of time that an employee can accrue vacation and sick time has been adjusted lower. New employees will be classified into two categories instead of the current three categories to facilitate tracking. New rates have been determined, keeping in line with other libraries along with reduced accrual. These changes are reflected in the Sick Leave and Vacation policies.

**Jennifer Booth made a motion to accept the benefits adjustments and revised Sick Leave and Vacation policies. Susan McCoy seconded the motion. A roll call was taken. Jennifer Booth, Michael Dawson, Michael Dutton, Angel Gonzalez, David Gordon, Susan McCoy and David Reed voted for the motion. There were no votes against. The vote was unanimous. The motion carried.**

**11. Adjournment:**

**The meeting was adjourned at 5:00 pm**

**The next meeting is scheduled on April 21, 2016.**